

# Instructions for Downloading Application Information and Submitting Applications on-line.

**Please review these instructions thoroughly as they have changed significantly from previous years.**

Applications **must** be submitted to the AGRPC electronically on-line using the following process:

- Step 1 - Download the Application files.
- Step 2 - Complete the Application Cover Sheet.
- Step 3 - Submit the Application, Budget and signed Application Cover Sheet.

**To complete the steps above, your computer system must have the following:**

- Internet access
- Adobe Acrobat Reader

**If you have technical difficulties during this process, please contact the AGRPC Administrator during regular business hours.**

1. Access the AGRPC solicitation web page at:

<https://tinyurl.com/AGRPC-2019>


Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:

eCIVIS - Grants Network

https://gn.ecivis.com/GO/gn\_redir/T/1mvsywy90sngf

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Your tools for grants success.

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 **Arizona**

Arizona Grain Research and Promotion Council - FY20

[Apply](#)

**Overview** **Eligibility** **Financial** **Contact** **Files**

**Eligible Applicants:**

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

**Eligibility Notes:**

Eligible applicants are listed to the left.

Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.

An applicant that is an employer must provide proof that it is registered with and participating in the e-Verify program.

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eCIVIS - Grants Network

https://gn.ecivis.com/GO/gn\_redir/T/1mvsywy90sngf

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**Overview** **Eligibility** **Financial** **Contact** **Files**

**Funds Available:** \$21,000.00

**Award Amount:** N/A (min) N/A (max)

**Number of Awards:** N/A

**Average Award Size:** N/A

**Matching Required:** No

**Financial Notes:**


Funds for the AGRPC grants are available primarily from assessments on the seed of barley and wheat of all classes produced in Arizona for use as food, feed, or seed or produced for any industrial or commercial use imposed pursuant to A.R.S. § 3-587 and A.A.C. R3-9-202.

For this grant cycle, approximately \$21,000 is available for the AGRPC grants. The AGRPC may award grants for multiple year projects. AGRPC may also award multiple grants from these funds contingent upon the availability of funds at the time of award. The AGRPC expects to issue Grant awards in August of 2019.

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Arizona

Arizona Grain Research and Promotion Council - FY20



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**Overview** | **Eligibility** | **Financial** | **Contact** | **Files**

**Agency/Department:** AHA - Agricultural Consultation and Training

**Office:** Arizona Grain Research and Promotion Council

**Program Contact:** Lisa James  
AGRPC Administrator  
Arizona Department of Agriculture  
1688 W. Adams  
Phoenix, AZ 85007  
Telephone: 602-542-3262  
Fax: 602-364-0830  
E-mail: ljames@azda.gov

**Application Address:** Lisa James  
AGRPC Administrator  
Arizona Department of Agriculture  
1688 W. Adams  
Phoenix, AZ 85007  
Telephone: 602-542-3262  
Fax: 602-364-0830  
E-mail: ljames@azda.gov


**Contact Notes:**

For questions, please contact the Council Administrator.

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Arizona


Arizona Grain Research and Promotion Council - FY20





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**Overview** | **Eligibility** | **Financial** | **Contact** | **Files**

**Files:**

**Grant Manual:**  Manual2019final (260.9 Kb)

**Application Cover Sheet:**  Application Cover Sheet - fillable (12.8 Kb)

**Application Instructions:**  Instructions - revised 053019 (2.7 Mb)

**File Notes:**

For instructions on downloading the application files, please visit our website at: <https://agriculture.az.gov/grants>

**General Compliance**


All proposed projects must comply with all applicable federal and state laws and the terms of the Grant award agreement signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

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**Note: These are general instructions based on the use of Windows 10 Professional as the operating system and Google Chrome as the browser. The use of a different operating system and/or browser other than Google Chrome, i.e. Internet Explorer or Firefox may vary the process of saving or downloading files to your computer.**

At the Files tab, download and save the PDF files to your computer:

Download and save the  PDF files using the following steps:

- a. Click on the file link to open the file.
- b. Click on the download arrow  in the upper right menu bar.  
*Hint: Hover towards the top of the screen to un-hide the menu bar.*
- c. The “Save As” dialog box will open.
- d. Name the file and save it to a location on your computer that you can access later.

2. Prepare the following file off-line.

**Application Cover Sheet in PDF format** – Completed, printed, signed and scanned into a new PDF document or digitally signed and saved as a PDF document.

3. See pages 8 and 9 of the Grant Manual for Required Application Information.

*Hint: Required Application Information can be prepared in a Word document and then copied and pasted into the on-line application.*

4. When the Required Application Information, Budget and signed Application Cover Sheet are complete, use the following steps to submit the application on-line:

- a. Return to the AGRPC solicitation web page at:

<https://tinyurl.com/AGRPC-2019>

b. Click on the “Apply” button.

The screenshot shows the eCIVIS Grants Network interface. At the top, there's a blue header with the eCIVIS logo and a 'Home' button. Below the header, the page is titled 'Arizona' and 'Arizona Grain Research and Promotion Council - FY20'. A red arrow points to the 'Apply' button. Below the button, there are tabs for 'Overview', 'Eligibility', 'Financial', 'Contact', and 'Files'. The 'Overview' tab is selected, showing details for the grant: ID: AGRPC20-1, Title: Arizona Grain Research and Promotion Council - FY20, Application Start Date: 05/06/2019, Application End Date: 08/13/2019, CFDA: N/A, and Reference URL: <https://agriculture.az.gov/grants>. A 'Summary' section on the right provides a brief description of the grant program. At the bottom, a small disclaimer states: '\* eCIVIS Inc. is not responsible or liable for user-generated content.'

c. Either login to the eCIVIS “Portal” with an existing account and **skip to Step h.** or click on the “Create an account” button.

The screenshot shows the eCIVIS Grants Network login page. The page has a header with the eCIVIS logo and a 'Home' button. Below the header, there's a section titled 'Welcome to the Portal' with a green circular logo. To the right of the logo, there's text explaining the service and providing instructions on how to login or create an account. A red arrow points to the 'Create an account' button. Below the button, there's a note: 'eCIVIS Grants Network user? Use your existing login above and the eCIVIS Login button.' At the bottom of the page, there's a copyright notice: '© 2016 All rights reserved. eCIVIS, Inc.' and a link to 'Privacy Policy and Terms of Service'.

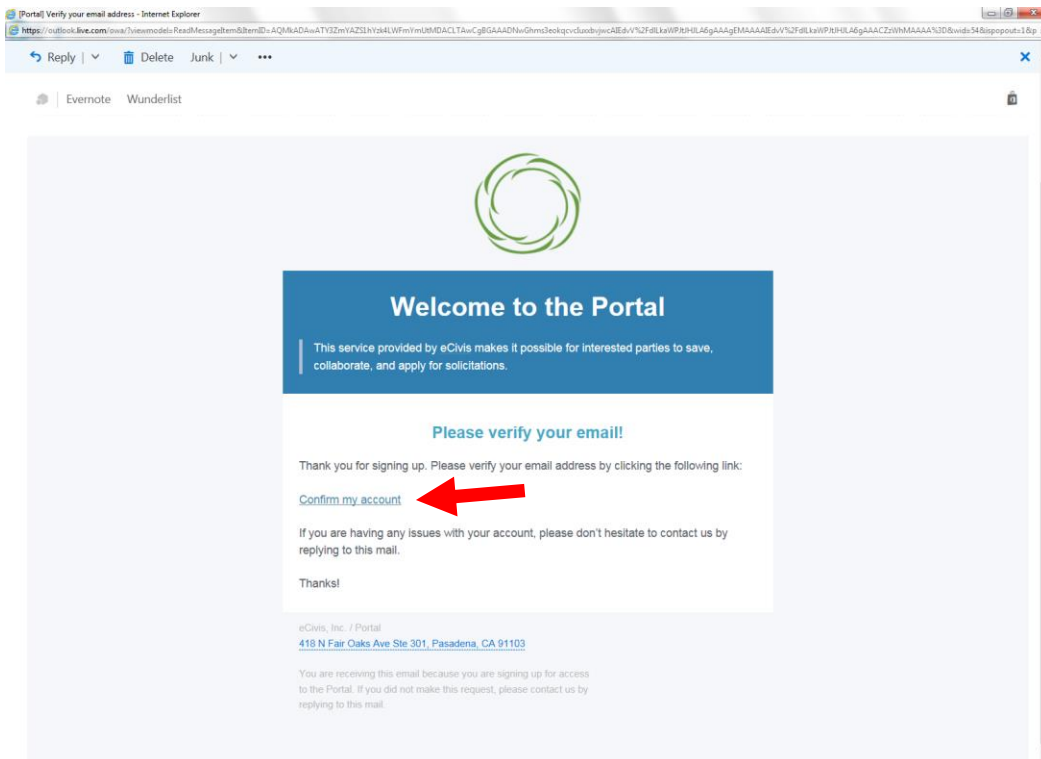
- d. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#register>. The page title is "New Account Signup". Below the title, a welcome message states: "Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate". The form contains four input fields: "First Name", "Last Name", "Email Address", and "Passphrase". Below the "Passphrase" field, there is a red button labeled "Weak". At the bottom of the form is a blue "Sign Up" button. Below the "Sign Up" button is a link that says "Back to Login". At the very bottom of the page, there is a copyright notice: "© 2016 All rights reserved. eCivis, Inc. Privacy Policy and Terms of Service".

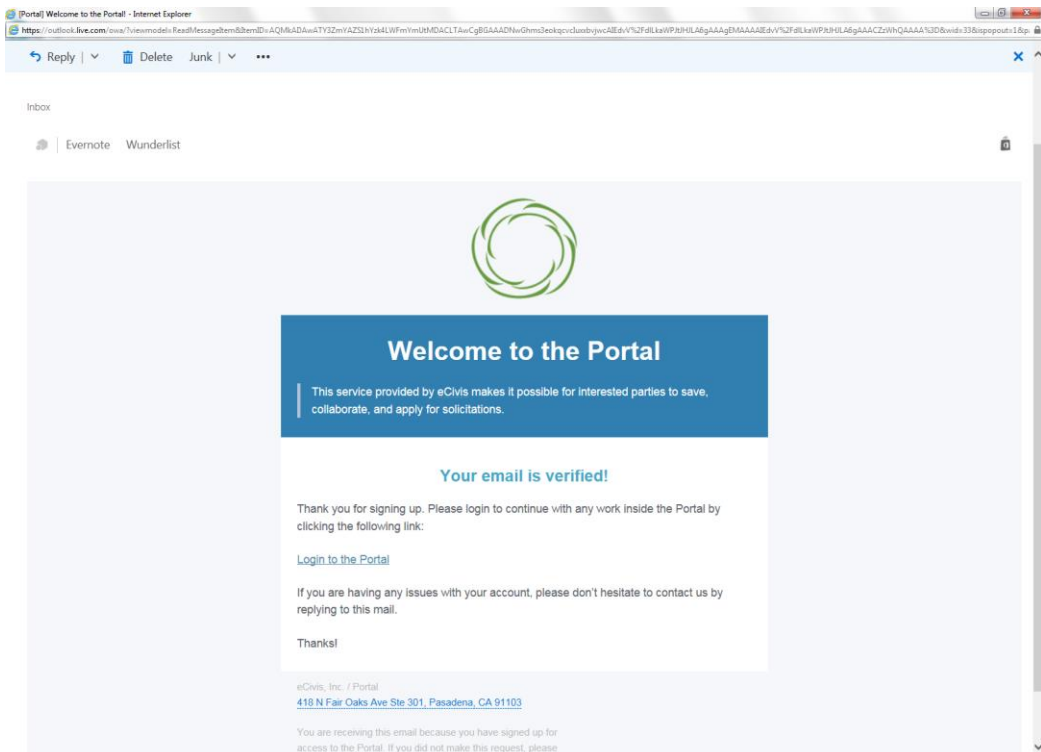
- e. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#registered>. The page features a green circular logo on the left. To the right of the logo, the text reads "Welcome to the Portal" followed by "This service provided by eCivis makes it possible for applicants to save, collaborate, and apply to solicitations." On the right side of the page, there is a white box containing a congratulatory message: "Congratulations, you have successfully created your account!". Below this message, it says: "Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com." At the bottom of this white box is a link that says "Back to Login". At the bottom of the page, there is a copyright notice: "© 2016 All rights reserved. eCivis, Inc." and a link to "Privacy Policy and Terms of Service".

- f. Confirm your account by clicking on the link provided in your e-mail message.



- g. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



<http://agriculture.az.gov>

h. Login to the “Portal” with your login and password.

https://portal.ecivis.com/#/login/144

Mail - Lisa James - Outlook eCivis - Grants Network Grant Management System | eCivis - Grants Network eCivis Portal | Login

File Edit View Favorites Tools Help

Convert Select

## Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))


Portal Login or eCivis® Login

Do not have an account?

Create an account

eCivis Grants Network user?  
Use your existing login above and the eCivis Login button.

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i. Click on  Edit to update your profile information if necessary.

https://portal.ecivis.com/#/index/submissionPortal

My Applications My Awards My Profile

Lisa James Log out

Arizona AHA - Agricultural Consultation and Training Arizona Grain Research and Promotion Council - FY20

Application Submission Draft

Grant Application Budget Worksheet

Homepage

Profile

Profile

Action Required View Edit

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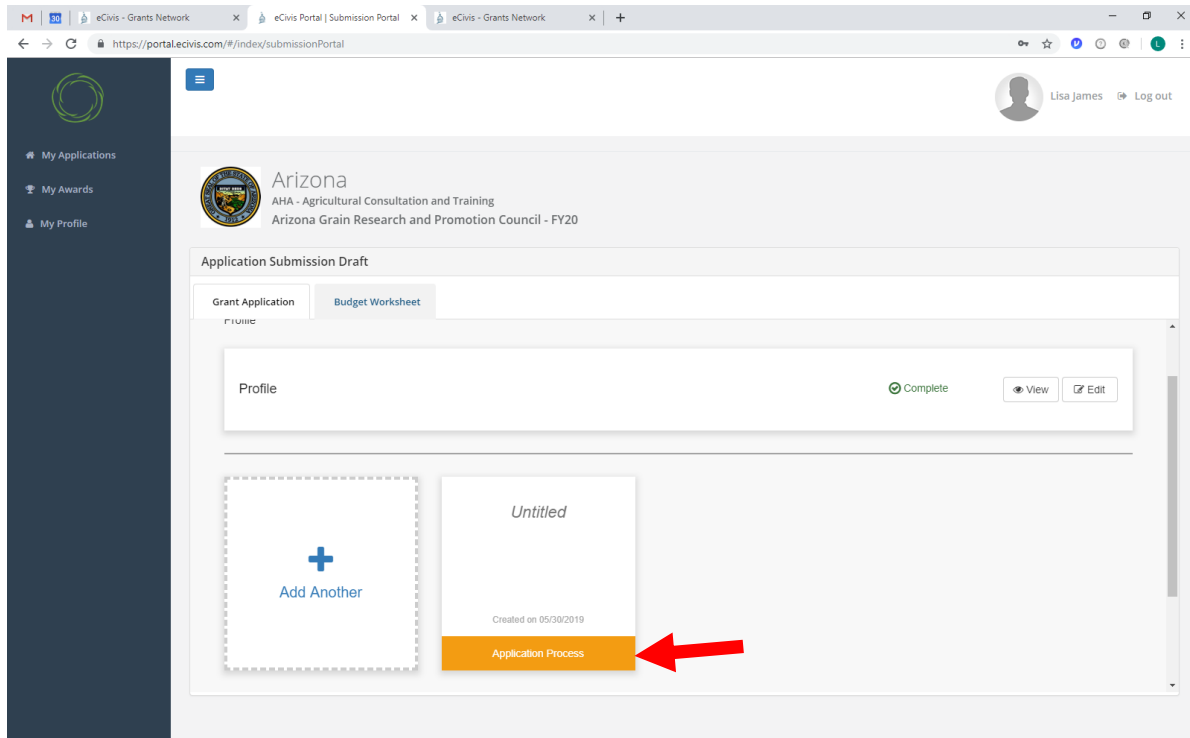
- j. Enter the appropriate information on the “Profile Input” page and click on “Update Profile” or “Save” at the bottom of the page.


The screenshot shows a web browser window with the URL <https://portal.ecivis.com/#/index/submissionPortal>. The page is titled "Application Submission Draft" and includes tabs for "Grant Application" and "Budget Worksheet". The "Profile Input" section is active, showing a form for "Applicant Information". The form fields are: First name (Lisa), Last name (James), Email (lisaannjames@hotmail.com), and Title (Grant Program Manager). The user is logged in as Lisa James, and there is a "Log out" link in the top right corner.

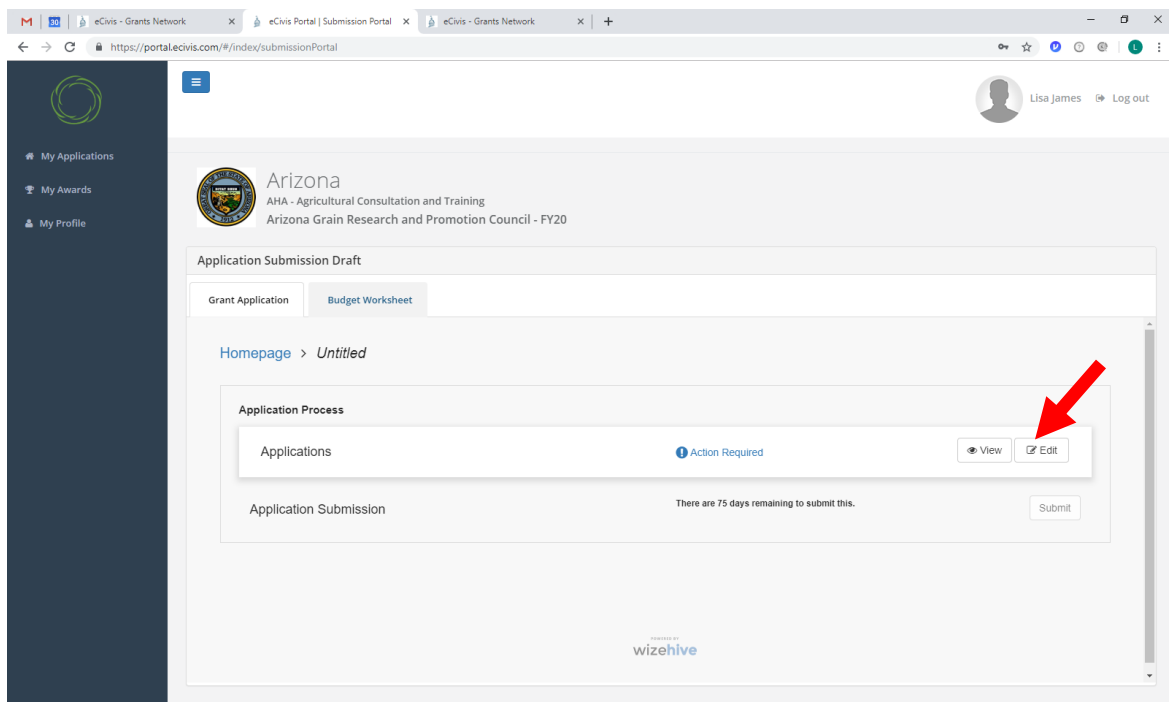
- k. Confirm that the “Profile” step is checked as “Complete”.

The screenshot shows the same web browser window, but the "Profile" step is now marked as "Complete" with a green checkmark icon. A red arrow points to the "Complete" status. Below the "Profile" step, there is a section for "Add Another" with a plus sign icon and a button labeled "Add Another". There is also a section for "Untitled" with a button labeled "Application Process". The user is still logged in as Lisa James, and there is a "Log out" link in the top right corner.

- I. To start the application, click in the “Application Process” section of the “Untitled” box. *Hint: You may have to scroll down within the area to reveal it.*



- m. Click on  Edit to enter the application information.



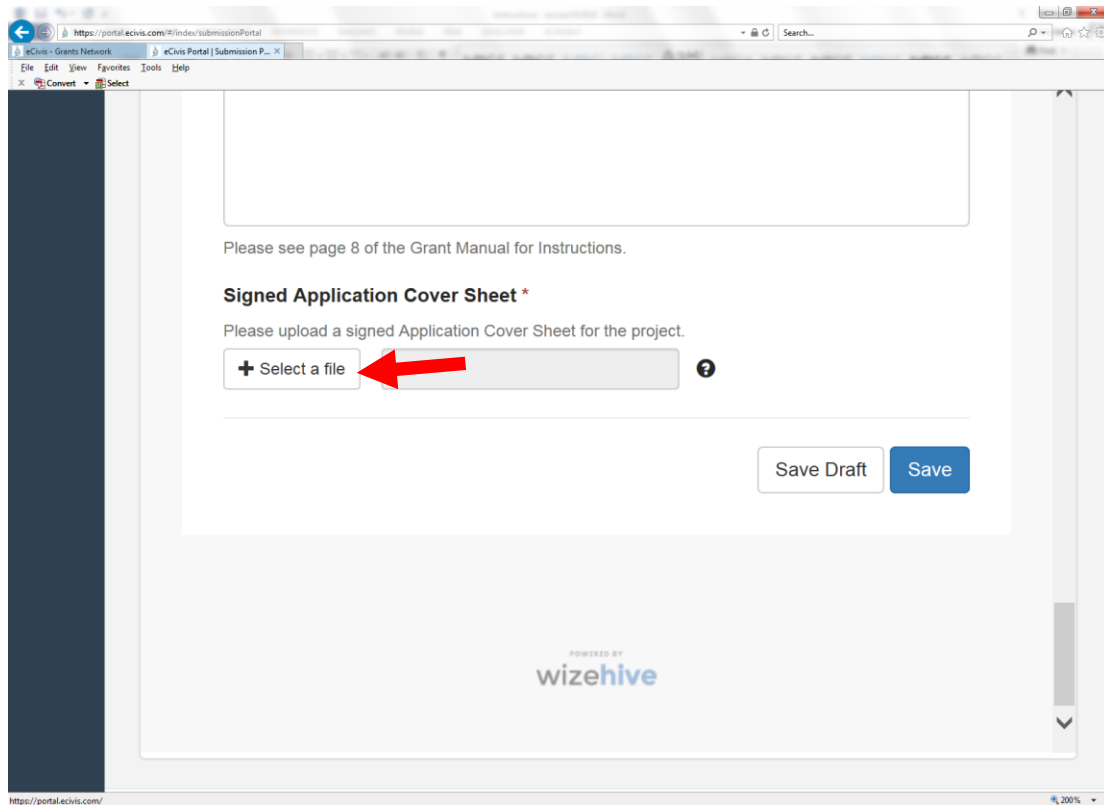
- n. Enter all “required” information indicated with an asterisk. **Please see page 8 of the Grant Manual.**

The screenshot shows the eCivis Grants Network submission portal. The user is logged in as Lisa James. The page title is 'Application Submission Draft'. The breadcrumb trail is 'Homepage > Untitled > Applications Input Draft'. The form has two tabs: 'Grant Application' and 'Budget Worksheet'. The first section is '1. Application/Project Title \*', which is highlighted with a red arrow. Below it is '2. Program/Project Congressional District (check all that apply) \*', with a list of districts from 1 to 9 and 'All districts'. The third section is '3. Program/Project Legislative District (check all that apply) \*'.

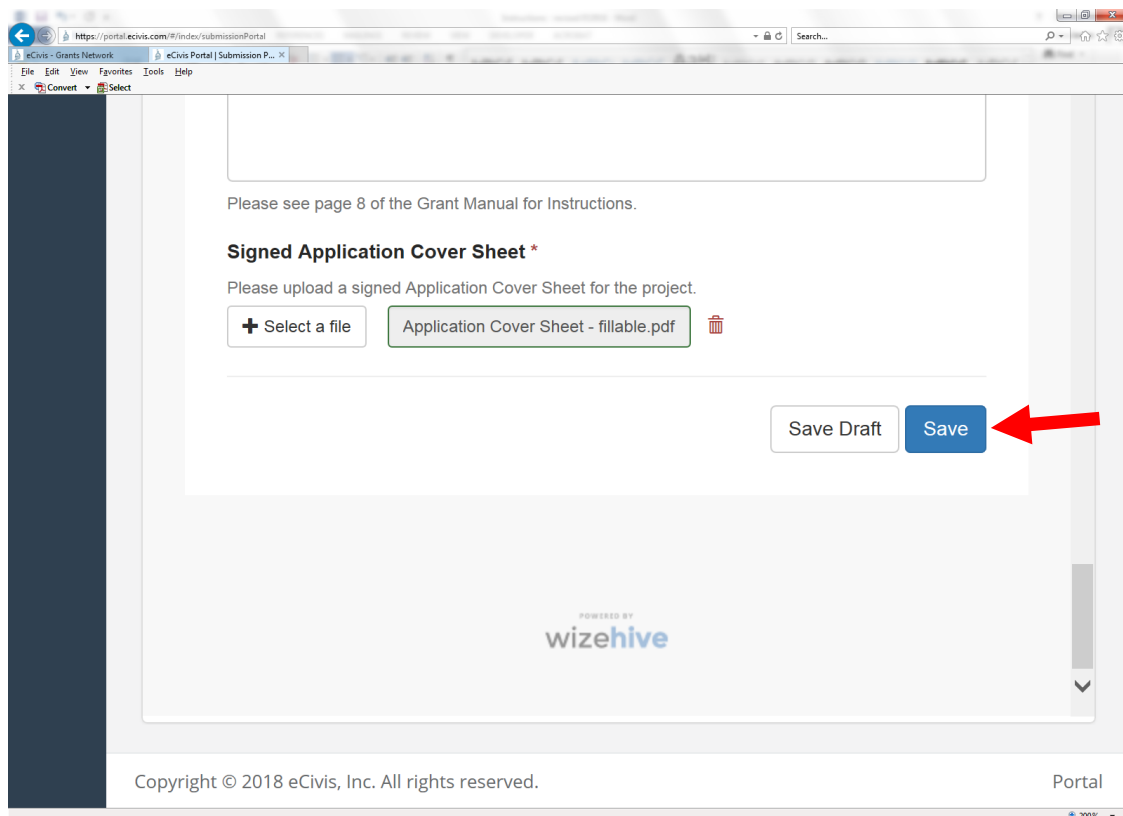
- o. Click on “Save Draft” at the bottom of the page to return to the application at a later time.

The screenshot shows the eCivis Grants Network submission portal. The user is logged in as Lisa James. The page title is 'Application Submission Draft'. The breadcrumb trail is 'Homepage > Untitled > Applications Input Draft'. The form has two tabs: 'Grant Application' and 'Budget Worksheet'. The first section is '9. Project Goals and Objectives \*', which is highlighted with a red arrow. Below it is 'Signed Application Cover Sheet \*', with a note 'Please upload a signed Application Cover Sheet for the project.' and a 'Select a file' button. At the bottom right, there are two buttons: 'Save Draft' and 'Save'. A red arrow points to the 'Save Draft' button.

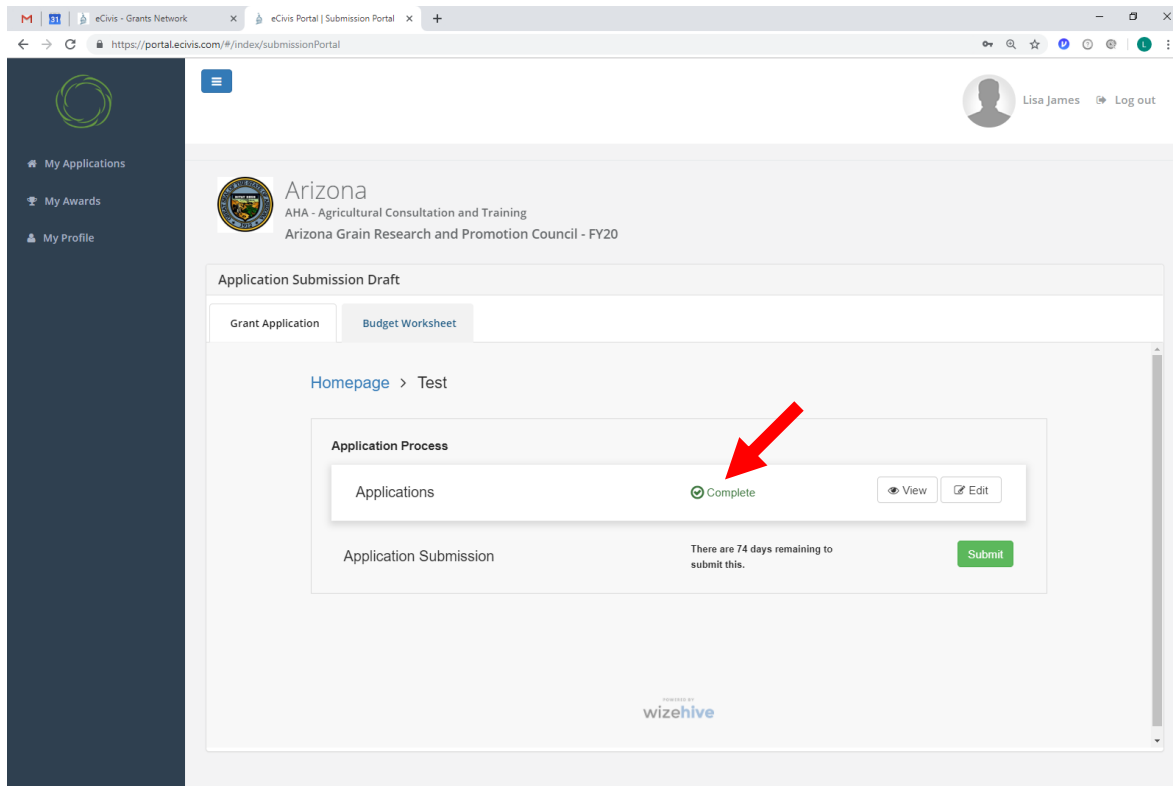
- p. Click “+ Select a file” to upload the completed and signed Application Cover Sheet.



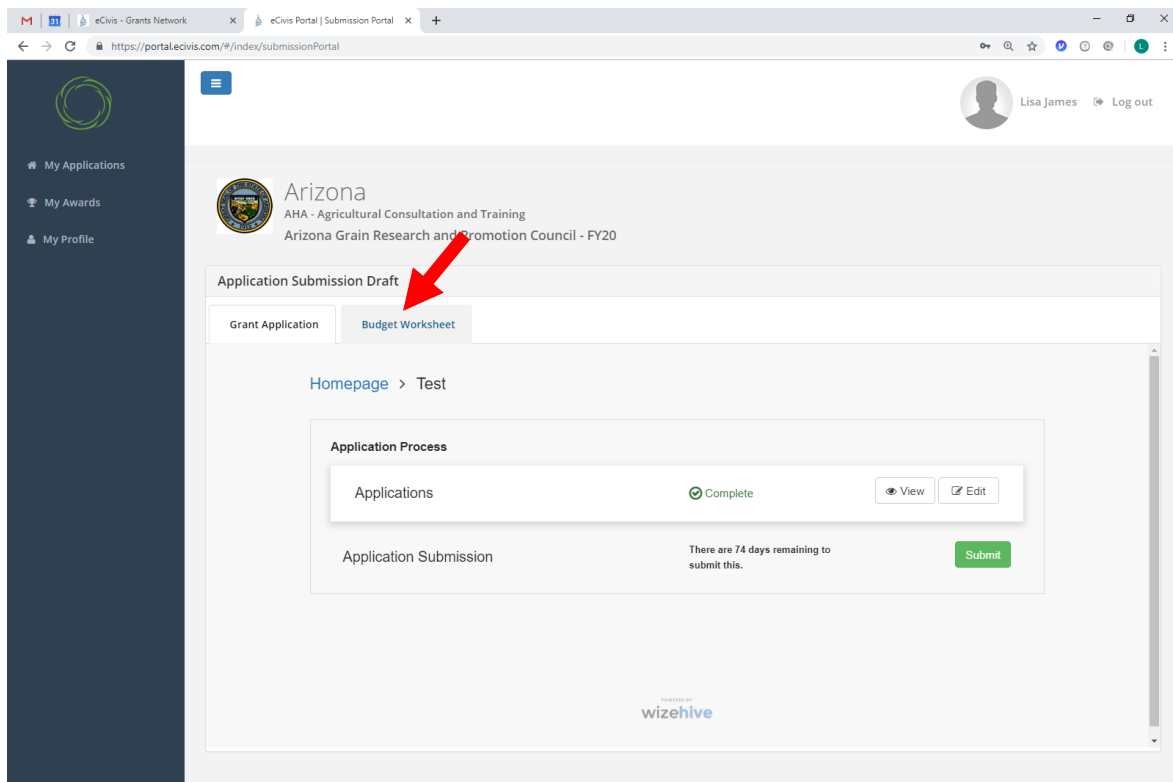
- q. When all required fields are completed, click on “Save”.



- r. Confirm that the Applications step is checked “Complete”.



- s. Click on the “Budget Worksheet” tab to enter the project budget.



t. Leave “Budget Settings” as indicated.

The screenshot shows the eCivis Submission Portal interface. The user is logged in as Lisa James. The page title is "Application Submission Draft". The "Budget Worksheet" tab is selected. The "Budget Settings" section is highlighted with a red box. It contains the following fields:

- Multi-Term Budget: ☒ No ☐ Yes
- Indirect Costs:   %
- Match / Cost Share:   %

The "Budget Summary" section shows the following values:

- Total Direct Costs: \$0.00
- Total Indirect Costs: \$0.00
- Total Amount (Direct + Indirect): \$0.00
- Match / Cost Share: \$0.00
- Program Income: \$0.00

The "Budget Items" section shows a table with the following data:

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

u. Enter the project budget information for each applicable Budget Category by clicking on the category title. **Please see page 9 of the Grant Manual.**

The screenshot shows the eCivis Submission Portal interface. The user is logged in as Lisa James. The page title is "Application Submission Draft". The "Budget Worksheet" tab is selected. The "Budget Settings" section is visible. The "Budget Summary" section shows the following values:

- Total Direct Costs: \$0.00
- Total Indirect Costs: \$0.00
- Total Amount (Direct + Indirect): \$0.00
- Match / Cost Share: \$0.00
- Program Income: \$0.00

The "Budget Items" section shows a table with the following data:

	Ext Cost	Direct Cost	Ind Cost	Cost Share
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00

A red arrow points to the "1. Personnel" category title in the "Budget Items" table.

<http://agriculture.az.gov>

- v. Enter details for each category in the table. Add rows if necessary. Totals will calculate automatically.

Match / Cost Share: Itemized, 0.00, %, \$ 0.00

Budget Stage: Pre-Award

Actions: [Save] [Cancel] [Add]

Match / Cost Share: \$0.00

Program Income: \$0.00

Budget Items

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$10,456.32	\$10,456.32	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Research Technician	Hourly	336	\$31.12	\$10,456.32	\$10,456.32		\$0.00	Direct Cost

Add Row

2. Fringe Benefits

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Fringe Benefits Totals:		\$326.24	\$326.24	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Cost Share	Item Type
Research Technician	31.2%	1	\$326.24	\$326.24	\$326.24		\$0.00	Direct Cost

Add Row

- w. When all applicable categories are complete, return to the top of the page to confirm totals and “Save”. *Hint: Totals for Indirect Costs, Match/Cost Share and Program Income should always be zero.*

Arizona Grain Research and Promotion Council - FY20

Application Submission Draft

Grant Application | Budget Worksheet

Budget Settings

Multi-Term Budget: ☒ No ☐ Yes

Indirect Costs: Not Applicable, 0.00 %

Match / Cost Share: Itemized, 0.00 %, \$ 0.00

Budget Stage: Pre-Award

Actions: [Save] [Cancel] [Add]

Budget Summary

\$10,782.56	Total Direct Costs
\$0.00	Total Indirect Costs
\$10,782.56	Total Amount (Direct + Indirect)
\$0.00	Match / Cost Share
\$0.00	Program Income

Budget Items

1. Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$10,456.32	\$10,456.32	\$0.00	\$0.00

- x. Scroll to the bottom of the Budget Worksheet to enter the “Budget Narrative”.

The screenshot shows the eCivis Portal Submission Portal interface. At the top, there are four tabs labeled "1. Other" with a value of "\$0.00". Below this is the "Program Income" section, which includes a sub-section "Income" with a value of "\$0.00". The "Budget Narrative" section is highlighted with a red arrow. It contains a text area for entering the budget narrative, a "Save Narrative" button, and a "7767 characters remaining" indicator.

- y. Include a narrative explanation for each applicable budget category. *Hint: Budget Narrative information can be prepared in a Word document and then copied and pasted into the on-line application.*

The screenshot shows the eCivis Portal Submission Portal interface. At the top, there are four tabs labeled "1. Other" with a value of "\$0.00". Below this is the "Program Income" section, which includes a sub-section "Income" with a value of "\$0.00". The "Budget Narrative" section is highlighted with a red arrow. It contains a text area for entering the budget narrative, a "Save Narrative" button, and a "7767 characters remaining" indicator. The text area contains the following sample text:

**Personnel:** Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.

**Fringe Benefits:** The UA fringe benefit rate is currently 31.2% for full benefit employees.



- z. Click on “Save Narrative”. *Hint: There are separate “Save” functions for the narrative (bottom of the page) and the budget (top of the page).*

Budget Narrative

Enter your budget narrative below.

Personnel: Technician cost was calculated assuming 336 hours would be required for this project. The hourly rate for the technician is \$31.12.  
Fringe Benefits: The UA fringe benefit rate is currently 31.2% for full benefit employees.

Save Narrative

7767 characters remaining

- aa. Confirm that the Application is checked “Complete” and that the Budget Worksheet has been saved successfully. *Hint: You will receive warnings if changes have not been saved.*

Arizona  
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Arizona Grain Research and Promotion Council - FY20

Application Submission Draft

Grant Application Budget Worksheet

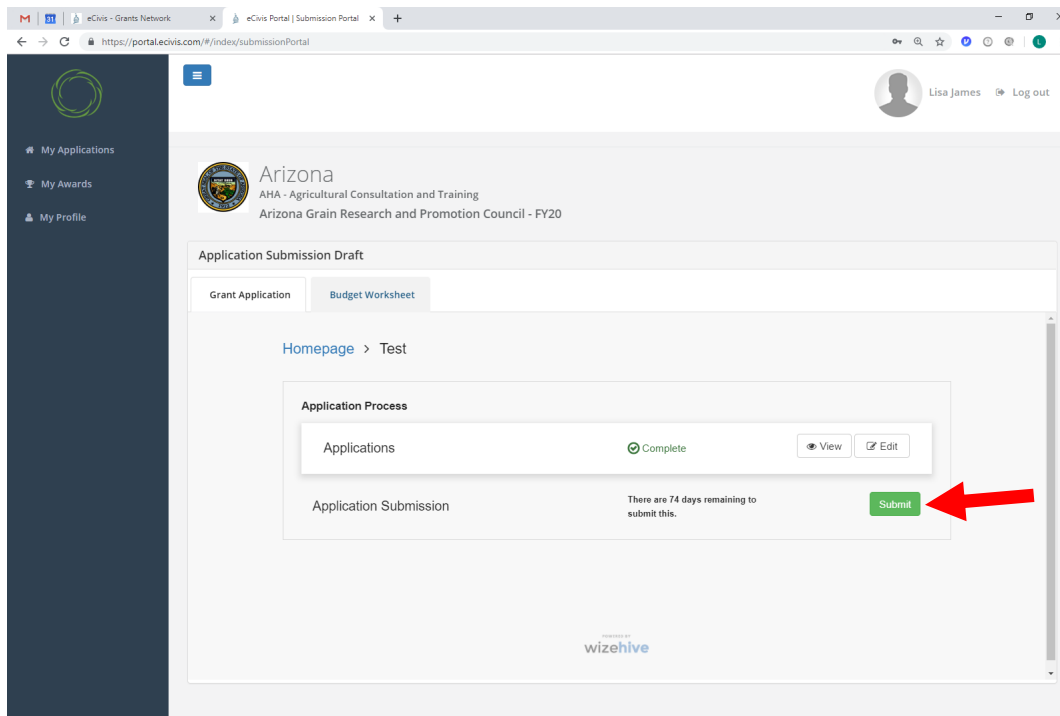
Homepage > Test

Application Process

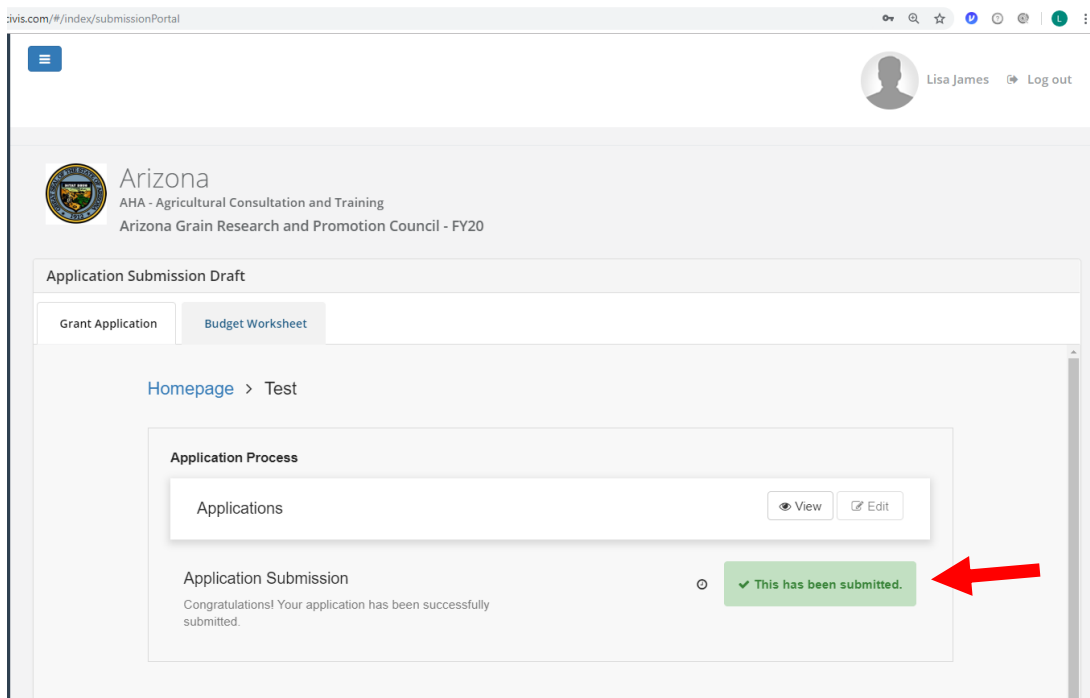
Applications	Complete	View	Edit
Application Submission	There are 74 days remaining to submit this.	Submit	

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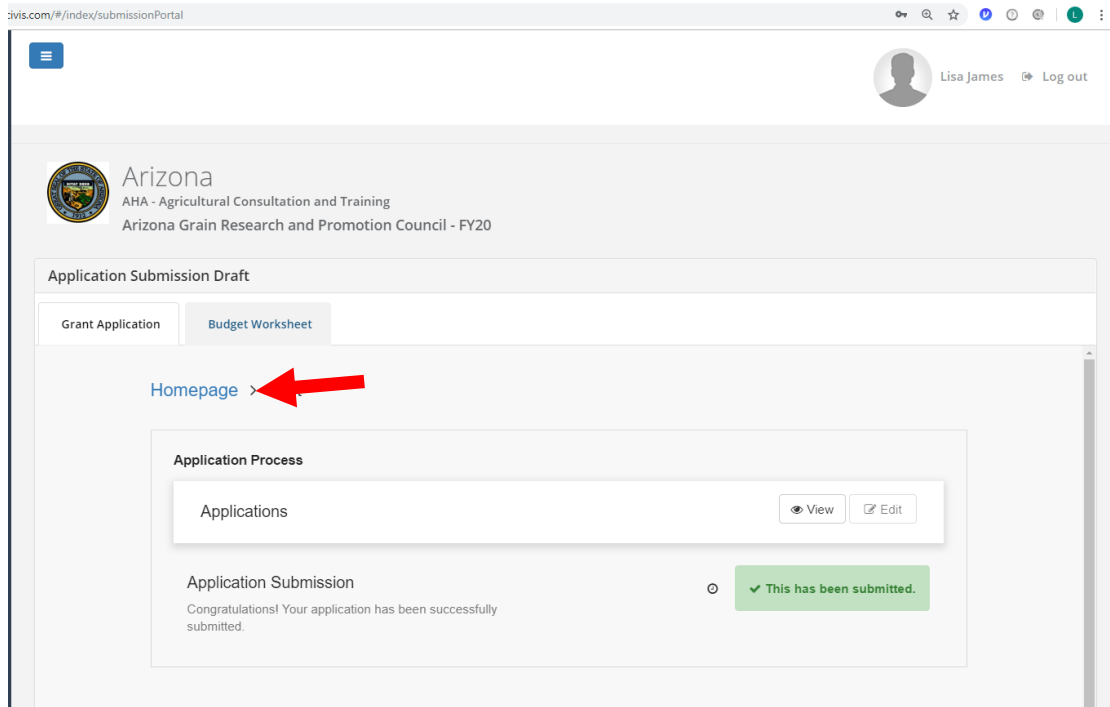
bb. Click on “Submit”. **The Application must be submitted prior to 5:00 p.m. (MST) on August 13, 2019.**



cc. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact the AGRPC Administrator, see Grant Manual.



dd. Return to the “Homepage” to view the status of applications.



ee. To complete another application click the “+ Add Another” box and follow steps m. through cc.

